

Job Description: Vasectomy Care Assistant

General role information	
Job Title:	Vasectomy Care Assistant
Reporting to:	Clinical Services Matron
Salary Band:	Band 9
Notice period:	3 months
Budget Responsibility?	No
Contract type?	Permanent Part Time
Direct Reports?	No
Client facing role?	Yes
Key stakeholders – internal?	Doctors, Nurses and Vasectomy team
Key stakeholders – external?	GP's and CCG's
About MSI Reproductive Choices	
At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women and men, when and where they need them. Because when they can determine their own future, they can contribute to creating a better, more sustainable future for everyone. MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.	
The department/team	
The Vasectomy Department	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

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The role

Provide administration support to ensure the smooth operation of MSIUK Vasectomy satellite centres, ensuring an excellent client experience.

Key Responsibilities

- **Greet the client:** On the client's arrival at the centre the VCA should greet the client
- **Arrive client:** Ensure client is marked as arrived accurately on Client Record System showing time of arrival
- **Issue the pre-printed consent form:** Give the client a copy of the consent form to read through and ask client to take a seat in the waiting area
- **Coordination:** Be the main point of contact between the Administration function and the Clinical Team ensuring the list runs to time. Where there are delays, ensure the clients are made aware of this and, when agreed by all team members, reorder the list to minimise inconvenience to clients
- **Make up Sample Testing Bag:** Fill sample bags for each client for sample testing 12 weeks after treatment
- **Client Recovery:** Greet client into the recovery area post procedure and serve refreshments as required. Ask client to complete the client questionnaire. Monitor for any concerns and escalate to Clinical team.
- **Aftercare Information:** Relay aftercare advice from the aftercare script and ensure that client has the client information booklet to refer to at home. Issue sample testing bag
- **Administration:** Check that the consent form has been signed and witnessed by all parties. Complete and post individual GP discharge letters. Ensure that all documents and clinic paperwork is returned to the Vasectomy Department. Ensure that the Client Record system is kept up to date for each client.
- **Carry out stock check:** Check amount of stock left and complete stock sheet
- **Reporting:** Ensure any incidents are reported using the incident reporting process and any minor issues are relayed to the Admin Support Team
- **Adhoc:** Any other reasonable duties and adhoc projects as requested by your manager

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

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Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: